

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12 – 98

OPEN TO: All Interested Candidates

POSITION: Program & Office Assistant, FSN-09; FP-05*

OPENING DATE: August 30, 2012

CLOSING DATE: September 12, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-5)
*Ordinarily Resident: JD 11,957 p.a. + Allowances and Benefits
(Position Grade: FSN-09)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Program Assistant in the Millennium Challenge Corporation Agency.

BASIC FUNCTION OF POSITION

Job holder is responsible for all basic programmatic and administrative functions related to Millennium Challenge Corporation Agency operations in Jordan and reports to the Resident Country Director (RCD). The Program Assistant performs a variety of routine programmatic and administrative duties supporting the RCD and Deputy RCD with managing overall in-country operations. Duties include maintaining and controlling documentation, developing and maintaining filing systems, drafting correspondence, serving as administrative liaison between embassy and MCC staff and other administrative duties designed to maintain office efficiency. Programmatic duties include, but are not limited to, developing and maintaining a tracking system to monitor MCC in-country activities; providing general information to the public, donors, international organizations, etc concerning MCC activities.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in business administration/management, economics, international relations or host country equivalent is required.
2. Minimum of five years of progressively responsible experience in development assistance, office management/administrative or secretarial support, business administration, or program management is required.
3. Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. A score of 785 in TOEIC exam or 590 in TOFEL exam are accepted. Exam scores are valid for 6 months.
4. Thorough knowledge of business principles, concepts, and methodology involved in administering document and data management systems and other aspects of an office environment is required.
5. Must have demonstrated computer skills in specialized software including Windows 2007 and the Microsoft Office suite.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.
4. Successful candidates must obtain the required security clearance.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174, or Application for Employment Form);
or
2. A current resume or curriculum vitae that provides the same information as an DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>

SUBMIT APPLICATION TO

AmmanEmployment@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 12, 2012

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.